

**CALIFORNIA BOARD OF ACCOUNTANCY**

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TYPE E APPLICATION MATERIALS CHECK LIST

This **Checklist** is intended to assist you with filing a complete **Type E Application – An applicant who passed the Canadian Chartered Accountant Uniform Certified Public Accountant Qualification Examination (CAQEX) of the American Institute of Certified Public Accountants (AICPA) or the International Uniform Public Accountant Qualifications Examination (IQEX) of the AICPA and the National Association of State Boards of Accountancy (NASBA).**

All applicable items listed must be completed and submitted for your application to be processed.

**FORMS**

- ☐ Application for Certified Public Accountant License (Form 11A-5, Rev. 01/04).
- ☐ Criminal Conviction Disclosure Form (Form 11A-27, Rev. 01/04).
- ☐ **California Residents** - Live Scan Service Form for applicants residing in California - **Not available on the Board's Web site.**
- ☐ **Out-of-State Residents** - Two (2) fingerprint cards for applicants residing outside California - **Not available on the Board's Web site.**
- ☐ Professional Ethics Brochure from the California CPA Education Foundation – **Not available on the Board's Web site.**
- ☐ Certificate of Experience – Public Accounting (Form 11A-6, Rev. 01/04) from each public accounting employer documenting your general or attest experience
and/or
- ☐ Certificate of Experience – Nonpublic Accounting (Form 11A-29, Rev. 01/04) from each non-public accounting employer documenting your attest or general experience.

**DOCUMENTATION**

- ☐ Passage of the **California Professional Ethics [(PETH) Product Code PETHSS02B]** examination. The California CPA Education Foundation will notify the Board when you have successfully passed the examination.
- ☐ **Original letter** from the AICPA or NASBA attesting to passage of the CAQEX or IQEX Examination.
- ☐ One (1) current 2" x 2" photograph.

**FEES**

- ☐ Application Processing Fee - \$250 (nonrefundable).
 - ☐ Live Scan Fingerprint Processing Fee – Must be paid directly to the Live Scan Service for applicants residing in California.
- or**
- ☐ Fingerprint Processing Fee - \$56 for applicants residing outside California (nonrefundable).

IMPORTANT!!! – YOUR APPLICATION FOR LICENSURE WILL NOT BE CONSIDERED COMPLETE UNTIL YOUR CRIMINAL HISTORY RECORD CHECK IS COMPLETED, AND ALL OTHER REQUIRED DOCUMENTATION IS RECEIVED.